

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

75-149-A

NOV 17 1980

Record Series Title: 75-149 Work Incentive Client
Case Files

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

62 Code 54-637 (1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 28, 1979; 29-10.203b-3b1,2.

Division Director/Designee:

Date

9/2/80

Records Management Officer (RM&C):

Date

4/30/80

ESA Director:

Date

State Auditor/Designee:

Date

10-30-80

Secretary of State/Designee:

Date

10-27-80

Attorney General/Designee:

Date

11-12-80



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 5-15-75		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: MAY 19 1975 Application No.: 75-149 Date Completed: JUN 20 1975	
2. Agency Application No. DL-024		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Manpower Programs Development Division Central Records Section, Room 130, IBEW Building Atlanta, Georgia 30312		4. Person to Contact Joyce H. Eunice	
				5. Working Title State Manpower Program 6. Tel. No. 656-6330	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 - Date		9. Exact Series Title Work Incentive Client Case Files			
10. What is the function of the office in which this record series is created? The Manpower Program Development Division is responsible for compiling and disseminating state and area manpower and labor market information and conducting related research. The Division develops new and experimental manpower programs and negotiates all contracts for manpower services. The Central Records Section is responsible for supervising, regulating and monitoring the enrollments, placement in components and termination of clients in the Work Incentive Program. The Section also makes reports on all aspects of the program to the Regional Office, State of Georgia, DHEW, Georgia Labor Department, Fiscal Section, California Department of Human Resources Development.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Maintaining enrollment, termination and follow-up records on individuals participating in various components of the Work Incentive Program. Included are: Information identifying the client and project; Information gathered in the follow-up of clients to verify their activity in the project; and benefits received from the program and information gathered when the client is terminated. Forms included are: MA 5-98, MA 5-99*WIN Monthly Program Summary Reports; RS 5-98, WIN Registrant Talley Sheet; MA 5-97, WIN Status Change Notice; F-1, WIN Follow Through Record; C-2, Team Transmittal Sheet; MA 6-72, Eligibility Declaration; OMB No. 44-R01490, WIN Monthly Program Activity Summary - Section A; S5-97, WIN Participant History. *Work Incentive The Files are arranged: Geographically by area; thereunder numerically by project number; thereunder numerically by social security number.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		62	93.0		5 7.5
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					72 0
					This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	50 1 0 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency?
District Offices have copies ☒ [] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [] []
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? [] ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? (Employment Security Manual, Part 11, Section 7000) ☒ [] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒ []

24. **REQUIREMENTS.** The following requires the files to be kept 3 years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Federal Employment Security Manual, Part 11, Section 7000 requires these records to be kept 3 years following final action (12-month follow-up) on the Project.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER See Below, then:

Upon completion of 12-month follow-up on all trainees, transfer to inactive file; cut off inactive file at end of each fiscal year; then

(1) Central Record (Central Office) File: Transfer to State Records Center; hold 3 years; then destroy.

(2) District Office File: Transfer to local holding area; hold 2 years; then destroy.

Records Management Officer (Signature) <i>John C. Arnold</i>	Date 5-15-75	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William C. Gillett</i>	5-15-75
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James W. [unclear]</i>	6-20-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll [unclear]</i>	6-16-75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert [unclear]</i>	6-20-75

STATE RECORDS
COMMITTEE